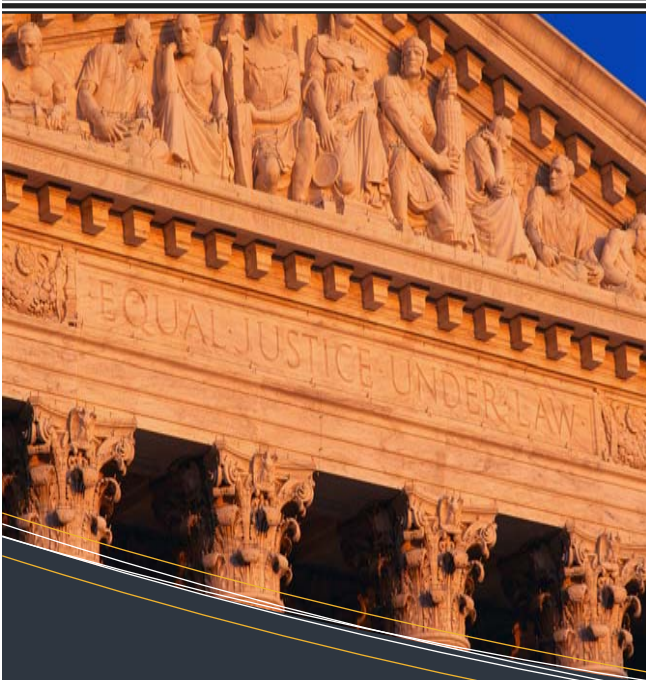


DENIAL OF REASONABLE ACCOMMODATION REQUEST



If a request for reasonable accommodation is denied by the employer or the employer does not respond to the request within the stated time frame, State employees and examination applicants have the right to appeal with the State Personnel Board within 30 days of the denial or expiration of the time frame for responding. Employees and applicants also have the option of filing a complaint with the:

- Equal Employment Opportunity Commission (Employee must file within 300 days)
- Department of Fair Employment and Housing (Employee must file within 1 year)

STATE PERSONNEL BOARD
801 CAPITOL MALL
SACRAMENTO, CA 95814
www.spb.ca.gov

OFFICE OF CIVIL RIGHTS
MAIN (916) 651-9017
LEAP (916) 653-1262

EXAMINATIONS UNIT
(916) 653-1705

APPEALS DIVISION
(916) 653-0799

CA RELAY SERVICE*
DIAL 7-1-1

*Provides assistance to individuals with hearing and speech impairments and those who are Spanish speaking.

RESOURCES:

Americans with Disabilities Act
www.ada.gov

Department of Fair Employment and Housing
www.dfeh.ca.gov

Department of Rehabilitation
www.dor.ca.gov

Equal Employment Opportunity Commission
www.eeoc.gov

SPB-83 (04/09)

Reasonable Accommodation



- STATE POLICY
- QUALIFYING DISABILITY
- LIMITED EXAMINATION AND APPOINTMENT PROGRAM
- REQUESTING REASONABLE ACCOMMODATION

California
State Personnel Board

Reasonable Accommodation For Persons With A Qualifying Disability

STATE OF CALIFORNIA EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

STATE POLICY



It is the policy of the State of California to make reasonable accommodation to the known physical or mental limitations of an otherwise qualified employee or applicant who has a qualifying disability unless the hiring authority can demonstrate that the accommodation would impose an undue hardship on the operation of its program. A department shall not deny any employment opportunity to a qualified employee or applicant who is an individual with a disability if the basis for the denial is the need to make reasonable accommodation to the physical or mental limitations of the applicant or employee.

QUALIFYING DISABILITY

A qualifying disability is a physical or mental disability or medical condition that limits one or more major life activities.

The following are not considered disabilities under California State law: sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

LIMITED EXAMINATION AND APPOINTMENT PROGRAM (LEAP)

LEAP is an alternate examination and appointment process administered by the State Personnel Board, designed to facilitate the recruitment and hiring of persons with disabilities. Those who qualify for the LEAP through the Department of Rehabilitation will be able to apply for any LEAP specified examination for which minimum qualifications are met. LEAP placement consists of a job readiness evaluation and a job examination period.

REQUESTING ACCOMMODATION FOR A STATE EXAMINATION

When applying for a State examination, you must indicate the type of reasonable accommodation needed on your State application form. State agencies are required to respond to your request within 10 working days after the final filing date and before the date of administering the examination.

If you have not received a response to your request by the time you receive a notice to appear for an examination, contact the appropriate testing office indicated on the examination bulletin.

REQUESTING ACCOMMODATION ON THE JOB

As an employee, you may request a reasonable accommodation verbally, or in writing. Examples of accommodation may include, but not be limited to:

- Job restructuring and/or reassignment
- Modified work schedule
- Reader or interpreter
- Tools, equipment, devices, furnishings

You may be required to fill out additional forms and/or provide documentation if requested by your employer. Your employer must respond within 20 calendar days of receiving the required documents pertaining to your request. If you do not receive a response, you should contact your human resources office regarding the status of your request.

**PROVIDING EQUAL OPPORTUNITY IN THE JOB APPLICATION PROCESS,
ENABLING INDIVIDUALS WITH DISABILITIES TO PERFORM ESSENTIAL
FUNCTIONS OF THEIR JOB, AND ENSURING PERSONS WITH DISABILITIES
ENJOY THE TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.**